

## CITY OF MADERA

### PUBLIC WORKS MAINTENANCE LEAD WORKER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under direction, leads, oversees, reviews and performs work activities and duties assigned to the Public Works maintenance crews; assumes responsibility for the more difficult and complex tasks; performs other related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Public Works Maintenance Lead Worker** is the lead class responsible for a wide variety of maintenance and construction tasks. Incumbents perform skilled work in the maintenance and repair of streets and sewer and water facilities. This classification is distinguished from the next lower classification of Public Works Maintenance Worker by the difficulty and complexity of assignments, and the performance of lead responsibilities.

#### **SUPERVISION RECEIVED/EXERCISED:**

Receives direction from the Public Works Operations Manager. Exercises technical and functional supervision over lower level Public Works Maintenance Worker staff.

#### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Leads, oversees, reviews and performs the work of staff responsible for maintenance, repair, construction and installation work in streets and water and sewer facilities; develops and implements crew assignments; assists maintenance staff in troubleshooting and performing the more complex maintenance and repair activities.
- Streets: Breaks and removes surfaces; installs and repairs sidewalks, curbs, gutters and fences; digs, shovels, hauls, loads and unloads materials; operates a variety of equipment including jack hammers, pavement breakers and other hand and power tools; rolls and irons asphalt; identifies and responds to street maintenance problems; operates trucks and other construction vehicles and equipment; oversees the installation and maintenance of City signs, road markings, striping and delineators; paints street lines and crosswalks; prepares reports and forms including time records, equipment records and work orders.
- Water & Sewer: Constructs and repairs storm conduits, curbs, gutters and drainage facilities; installs, repairs and maintains water and sewer mains and lines; makes new sewer connections; repair drains and sewer facilities; operates jack hammers and other tools and equipment; inspects tools and equipment for safety and mechanical defects; installs and repairs water service connections, meters and boxes; operates trucks and other construction vehicles and equipment; locates and repairs leaks in

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water lines; cleans storm drains, flood control facilities and inlets; monitors water quality instruments and adjusts chlorination to ensure potable water; responds to emergency calls.

- Supervises the operation and maintenance of construction and maintenance equipment and/or machinery including trucks, power tools and equipment; assists in the training of lower level personnel in the areas of work; ensures adherence to safe work methods, procedures and practices; identifies training opportunities and needs; makes recommendations to higher level staff.
- Responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; evaluates assigned work projects; estimates time, materials and equipment necessary for the successful completion of the project; acquires necessary resources as is appropriate.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

### **WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants, and may be exposed to mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Public Works Maintenance Lead Worker**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in construction, maintenance, or related work, and a high school diploma or equivalent.

#### **License/Certificate:**

A valid class B California driver's license may be required for some positions. Possession of, or the ability to obtain, a Grade II Water Distribution Operator Certificate within 12 months of hire may be required for some positions.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

**Knowledge of:**

Practices, techniques and materials used in maintenance, construction, mechanics and repair of streets, and water and sewer facilities; operational characteristics of specialized construction and maintenance tools and equipment; methods and techniques of supervision, training and motivation; principles and practices of project design and cost estimating; applicable federal, state and local laws, codes and regulations; basic principles of mathematics and record keeping; occupational hazards and standard safety procedures.

**Ability to:**

Oversee and perform maintenance, repair and installation of asphalt, signs, concrete and storm drains; operate a variety of tools and equipment used in maintenance and construction; estimate time and materials for completion of projects; read and interpret blueprints, diagrams and sketches; prepare drawings and sketches; perform heavy manual labor; drive and operate trucks and construction equipment; plan, organize and direct the work of subordinate staff; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Safely and effectively operate a variety of maintenance and construction equipment, tools and materials.